

ADDENDUM

GENERAL DESCRIPTION

Responsible for coordinating and managing the operations and interactions of the Growth Management Division including Building, Code Enforcement, Planning and Environmental Resource Departments in keeping with efficient operations, excellent customer service, conflict resolution and Monroe County's mission, vision and values.

Additional Job Duties Include: KEY RESPONSIBILITIES

1. *Coordinates internal Building Department, Code Enforcement, Planning and Environmental Resources operations within the division as well as other County divisions and departments.
2. *Responsible for supervising, advising and evaluating subordinates in developing goals, objectives and programs of service for the department in keeping with Monroe County's mission, vision, and values.
3. *Coordinates with the Building Official, Code Enforcement Director and Sr. Director of Planning and Environmental Resources the short and long range planning for the Growth Management Division's services and needs including overall development of customer service practices, space utilization, and personnel.
4. *Responsible for creating and implementing improvement processes with measurable results.
5. *Coordinates the Division's responsibilities for processing, reviewing, approving and issuing building permits and other development approvals.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

APPROVALS

Division Director:

Name:

Christine Hurley
gmp Director

Signature:

Christine Hurley

Date:

6/15/10

Name:

Debbie Frederick

Signature:

Debbie Frederick

Date:

6/15/10

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name:

Signature:

Date:
